Job Aid

Formula Handout

July 2005

Retention Department
Recruiting and Retention School
Fort Jackson, South Carolina

Table of Contents

PAGE	TITLE
2	Interview Chart
3	The Army Career Counseling System
4	ERUP Codes
5	Service Computation Formulas / Example 4591-R File
6	Military Service Obligation (MSO) Chart
7	Determine ETS Flowchart
8	Julian Calendar (Perpetual)
9	Julian Calendar (Leap Year)
10	Reenlistment Eligibility Formulas
11	Extension Eligibility Formulas
12	Service Remaining Requirement Formulas
13	Bonus Questions and Linear Diagram
14	Selective Reenlistment Bonus Formulas
15	Determine Option Eligibility Flowchart
16	CARR Program Procedures

PURPOSE	INTEGRATION	GOAL SETTING	JOB PERFORMANCE	DEVELOP COUNSELING	CDR's RECOMMEND	REENLISTMENT COUNSELING	REENLISTMENT COUNSELING	TRANSITION COUNSELING	DEVELOP COUNSELING
REQUIRED INTERVIEW	5 WORKING DAYS	30-60 DAYS	90-120 DAYS	ANNUAL FOLLOW-UP	15-16 MOS PRIOR	13-14 MOS PRIOR	4 MOS PRIOR	NLT 90 DAYS PRIOR	ANNUAL FOLLOW-UP
GIVEN BY:	RA CAREER COUNSELOR	RA CAREER COUNSELOR	UNIT CDR	RA CAREER COUNSELOR	UNIT CDR	RA CAREER COUNSELOR	RA CAREER COUNSELOR	RA CAREER COUNSELOR	RA CAREER COUNSELOR
GIVEN TO:	ALL SOLDIERS	ALL SOLDIERS	ALL SOLDIERS	ALL (First Term) SOLDIERS	ALL SOLDIERS	ALL SOLDIERS	ALL SOLDIERS	AS REQUIRED	ALL (Career) SOLDIERS
WHEN COUNSELED:	AFTER ASSIGNMENT	AFTER ASSIGNMENT	AFTER ASSIGNMENT	BASD ANNIVERSARY	TO ETS	TO ETS	TO ETS	TO ETS	BASD ANNIVERSARY
JAN		FEB-MAR	APR-MAY		SEP-OCT	NOV-DEC	SEP	OCT	
FEB		MAR-APR	MAY-JUN		OCT-NOV	DEC-JAN	OCT	NOV	
MAR		APR-MAY	JUN-JUL		NOV-DEC	JAN-FEB	NOV	DEC	
APR		MAY-JUN	JUL-AUG		DEC-JAN	FEB-MAR	DEC	JAN	
MAY		JUN-JUL	AUG-SEP		JAN-FEB	MAR-APR	JAN	FEB	
JUN		JUL-AUG	SEP-OCT		FEB-MAR	APR-MAY	FEB	MAR	
JUL		AUG-SEP	OCT-NOV		MAR-APR	MAY-JUN	MAR	APR	
AUG		SEP-OCT	NOV-DEC		APR-MAY	JUN-JUL	APR	MAY	
SEP		OCT-NOV	DEC-JAN		MAY-JUN	JUL-AUG	MAY	JUN	
OCT		NOV-DEC	JAN-FEB		JUN-JUL	AUG-SEP	JUN	JUL	
NOV		DEC-JAN	FEB-MAR		JUL-AUG	SEP-OCT	JUL	AUG	
DEC		JAN-FEB	MAR-APR		AUG-SEP	OCT-NOV	AUG	SEP	

The Army Career Counseling System

	Army Experience							Army Career
Phase	**Integration**	**Professional Development**			**Sustainment**			**Career Development**
When Counseled	5 Working Days After Assignment to the Unit	*30-60 Days After Assignment	*90-120 Days After Assignment	Annual Follow-up (BASD Anniversary)	15-16 Months Prior to ETS	13-14 Months Prior to ETS	4 Months Prior to ETS	90 Days Prior to ETS	Annual Follow-up (BASD Anniversary)
Counselor	Career Counselor	Career Counselor	Company Commander	Career Counselor	Company Commander	Career Counselor	Career Counselor	Career Counselor	Career Counselor
Counseled	All Soldiers	All Soldiers	All Soldiers	All Soldiers (First Term)	All Soldiers	All Soldiers	All Soldiers	As Required	All Soldiers (Career Status)
Purpose	Integration	Goal Setting	Job Performance	Developmental Counseling	Commander's Recommendation	Reenlistment Counseling	Reenlistment Counseling	Transition Counseling	Developmental Counseling
Topics	Welcoming to Unit Basic Human Needs Food Clothing Shelter Money Personnel Issues BASD PEBD ETS SRR Finance Issues DIEMS EB/SRB entitlements Sponsorship Military programs chain of support Family Support Groups Tri-Care/EFMP Career Counselor Open Door Policies Enlistment/Reenlistment Incentives	Follow-up Integration Phase Eligibility for continued service Promotion (Decentralized / Semi-Centralized) Time In Service Requirements Time In Grade requirements Waiver Allocations Non-Promotable Status Declinations Promotion Boards / Promotion Point worksheet Education (Military / Civilian) Military Schools / Courses / NCOES Special Qualification Identifies (SQI) Additional Skill Identifiers (ASI) Army Correspondence Course Program Army Continuing Education System SOCAD / DANTES/ Tuition Assistance Reclassification / BEAR Program Commissioning Programs Reenlistment Options / Programs Assignment Diversity Special Programs Benefits of a Honorable Discharge			Determine Soldiers Needs, Wants and Desires Eligibility for Discharge Eligibility for Reenlistment Eligibility for Waivers and Exceptions to Policy Eligibility for Reenlistment Periods Eligibility for Reenlistment Options Selective Reenlistment Bonuses (SRB) BEAR Program Service Remaining Requirements				Eligibility for continued service Promotion (Centralized) Promotion Boards Procedures Non-Promotable Status Declinations Education (Military / Civilian) Military Schools / Courses / NCOES Special Qualification Identifiers (SQI) Additional Skill Identifiers (ASI) Army Continuing Education System Commissioning Programs Special Assignments Special Programs Retirement Retirement Systems (High Three / REDUX) Retirement in lieu of PCS Mandatory Retirement Date Retention Control Points Grade Age Indefinite Reenlistment Program (as required) Voluntary Separation SRR/DCSS

*NOTE: The counseling conducted at 30-60 day and 90-120 days after assignment is a continuation of the Integration Phase and will be given to all soldiers (First Term and Career Status) recently assigned to the unit.

Immediate Reenlistment Prohibition Code

10 = No disqualification. Fully eligible for reenlistment

Priority Precedence: NA

9A = Lost Time/AWOL.

Priority Precedence: 13

9B = Citizenship Criteria.

Priority Precedence: 15

9C = Trainability. Does not meet criteria for reenlistment.

Priority Precedence: 25

9D = Pending Security Clearance Determination.

Priority Precedence: 22

9E = Physical Readiness. Failed APFT.

Priority Precedence: 21

9F = Civilian Education Status.

Priority Precedence: 23

9G = Rank. Exceeds retention control point for rank.

Priority Precedence: 18

9H = Pending MMRB/MEB/PEB.

Priority Precedence: 16

9I = Non Promotable Status.

Priority Precedence: 11

9J = Field Bar to Reenlistment. Approved Retirement.

Priority Precedence: 1

9K = Field Bar to Reenlistment

Priority Precedence: 8

9L - Department of the Army Bar to Reenlistment (QMP).

Priority Precedence: 7

9M= Qualitative Management Program Retirement.

Priority Precedence: 2

9N = Courts Martial conviction

Priority Precedence: 12

9O = Age. Does or will exceed age limitations.

Priority Precedence: 9

9P = Loss of qualifications in PMOS

Priority Precedence: 6

9Q = Declination of Continued Service Statement

Priority Precedence: 3

9S = Conscientious Objector (except CMF 91).

Priority Precedence: 26

9T = Waiver required for continued RA service.

Priority Precedence: 14

9U = Unacceptable Weapons Qualification.

Priority Precedence: 20

9V = Pending Separation.

Priority Precedence: 10

9W = Unacceptable Article 15 Qualification.

Priority Precedence: 27

9X = Other. Prohibitions not otherwise listed.

Priority Precedence: 24

9Y = Approved Retirement

Priority Precedence: 4

9Z = Weight. Does not meet Army weight standards.

Priority Precedence: 17

11 = Life Cycle Manning requirement not met.

Priority Precedence: NA

Service Computation Formula

1. **List beginning date (never change).**
2. **List ending date (change ending date to 30 if it is the last day of month and other than 30).**
3. **Subtract the beginning date from the ending date.**
4. **Add 1 day to account for inclusive date.**
5. **Subtract any lost time.**
6. **Convert the result into whole years, months, and days.**

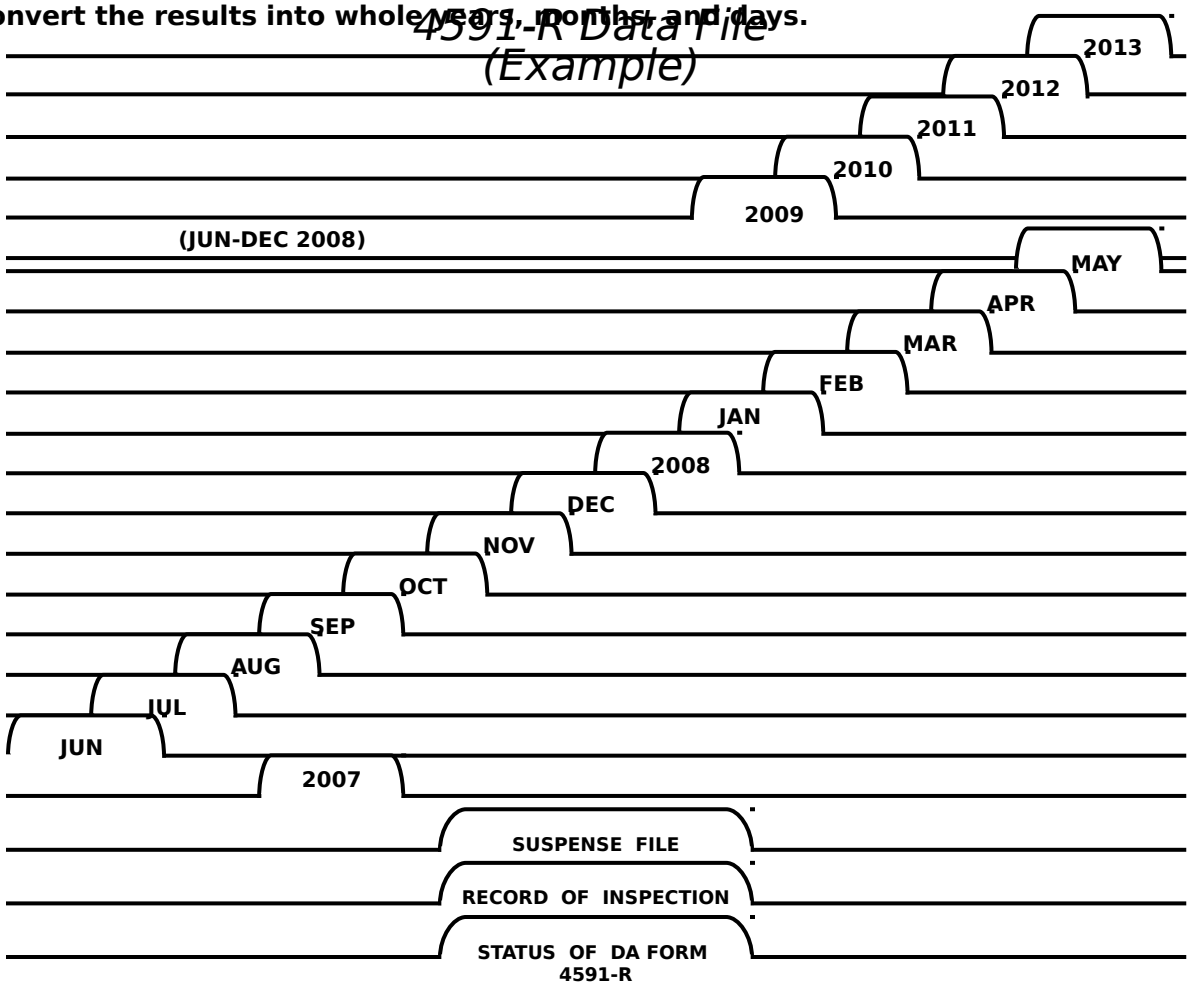
Confirmation of BASD (Check)

1. **Identify beginning date of last continuous active service.**
2. **Total all previous active service periods.**
3. **Subtract previous active service from beginning date of last continuous active service.**
4. **Add any lost time that is in the continuous active service period.**
5. **Convert the results into whole years, months, and days.**

Confirmation of PEBD (Check)

1. **Identify beginning date of last continuous service for pay.**
2. **Total all previous active and inactive service periods creditable for pay.**
3. **Subtract previous active and inactive service from beginning date of last continuous service for pay.**
4. **Add any lost time that is in the continuous service period.**
5. **Convert the results into whole years, months, and days.**

4591-R Data File (Example)



Military Service Obligation

Reference - AR 135-91, Chapter 2

Line	If the Soldier Entered the Service:	And Is:	Then the MSO Is:	Notes
1	**Prior to 1 Feb 78**	**17 to 26 Years Old** *(Male Only)*	**6 Years**	**1, 2, 3**
2	**From 1 Feb 78 Through 9 Nov 79**	**17 to 26 Years Old** *(Male and Female)*	**6 Years**	**1, 2, 3**
3	**From 10 Nov 79 Through 31 May 84**	**17 Through Any Age** *(Male and Female)*	**6 Years**	**1, 2**
4	**From 1 Jun 84 Through Present**	**17 Through Any Age** *(Male and Female)*	**8 Years**	**1, 2**

Notes:

1. Use initial entry date for identification.

2. Soldiers who do not incur an MSO upon initial entry will not incur an MSO upon reentry.

3. Ages 17 to 26 - Soldiers who have reached their 17th birthday and who have not reached their 26th birthday will incur an MSO.

MSO Formulas

Age

Initial Entry Date
- DOB

Age on Entry

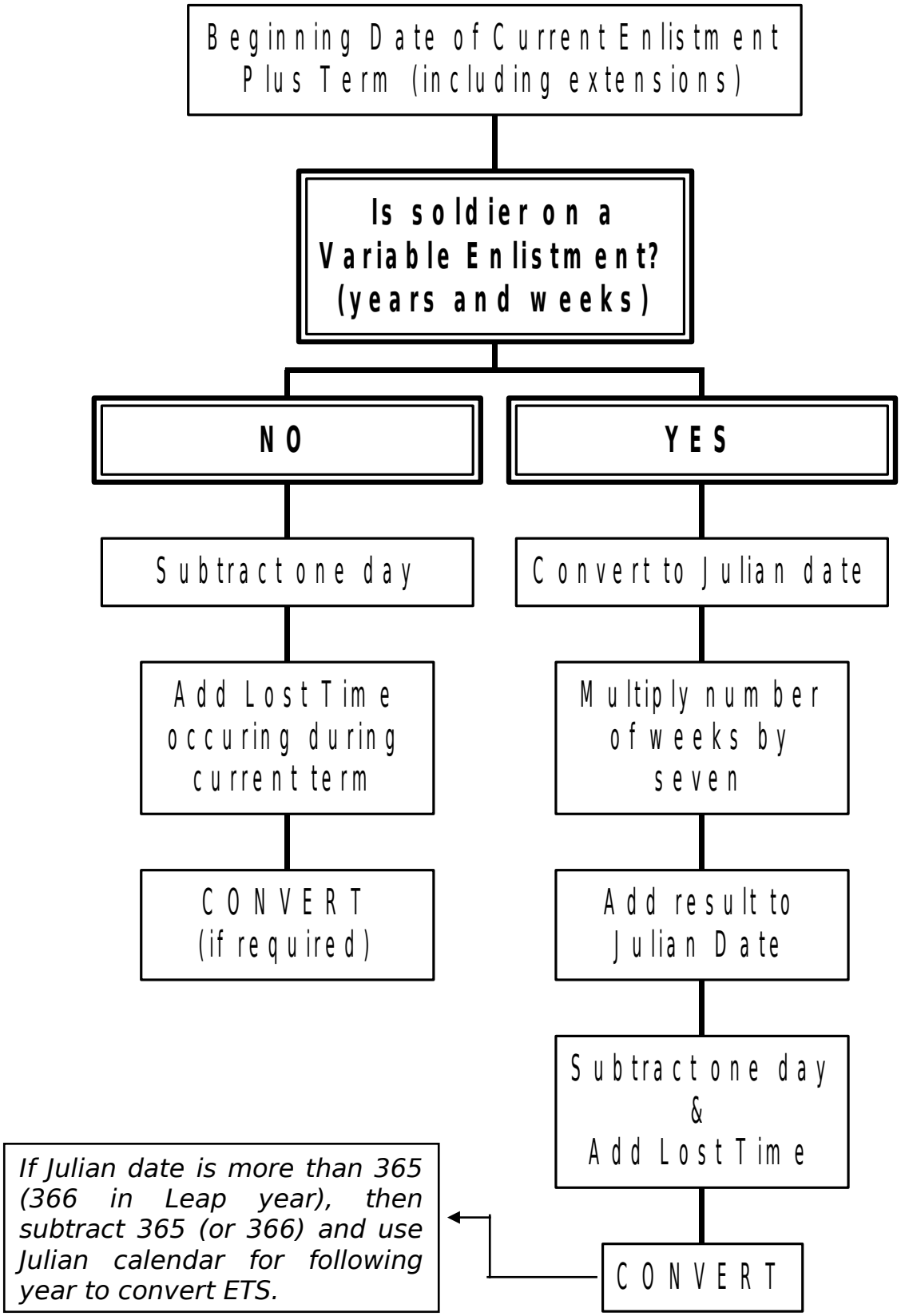
MSO Ending Date

Initial Entry Date
+ MSO - 1 Day

MSO Ending Date

Determine ETS Flowchart

Reference: DA Msg, DTG 172045Z Mar 89, Sub: Computation of ETS for Variable Terms of Enlistment (VEL)


Beginning Date of Current Enlistment Plus Term (including extensions)
Is soldier on a Variable Enlistment? (years and weeks)
NO
YES
Subtract one day
Convert to Julian date
Add Lost Time occuring during current term
Multiply number of weeks by seven
CONVERT (if required)
Add result to Julian Date
Subtract one day & Add Lost Time
CONVERT
If Julian date is more than 365 (366 in Leap year), then subtract 365 (or 366) and use Julian calendar for following year to convert ETS.

Julian Date Calendar

PERPETUAL

DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	DAY
1	001	032	060	091	121	152	182	213	244	274	305	335	1
2	002	033	061	092	122	153	183	214	245	275	306	336	2
3	003	034	062	093	123	154	184	215	246	276	307	337	3
4	004	035	063	094	124	155	185	216	247	277	308	338	4
5	005	036	064	095	125	156	186	217	248	278	309	339	5
6	006	037	065	096	126	157	187	218	249	279	310	340	6
7	007	038	066	097	127	158	188	219	250	280	311	341	7
8	008	039	067	098	128	159	189	220	251	281	312	342	8
9	009	040	068	099	129	160	190	221	252	282	313	343	9
10	010	041	069	100	130	161	191	222	253	283	314	344	10
11	011	042	070	101	131	162	192	223	254	284	315	345	11
12	012	043	071	102	132	163	193	224	255	285	316	346	12
13	013	044	072	103	133	164	194	225	256	286	317	347	13
14	014	045	073	104	134	165	195	226	257	287	318	348	14
15	015	046	074	105	135	166	196	227	258	288	319	349	15
16	016	047	075	106	136	167	197	228	259	289	320	350	16
17	017	048	076	107	137	168	198	229	260	290	321	351	17
18	018	049	077	108	138	169	199	230	261	291	322	352	18
19	019	050	078	109	139	170	200	231	262	292	323	353	19
20	020	051	079	110	140	171	201	232	263	293	324	354	20
21	021	052	080	111	141	172	202	233	264	294	325	355	21
22	022	053	081	112	142	173	203	234	265	295	326	356	22
23	023	054	082	113	143	174	204	235	266	296	327	357	23
24	024	055	083	114	144	175	205	236	267	297	328	358	24
25	025	056	084	115	145	176	206	237	268	298	329	359	25
26	026	057	085	116	146	177	207	238	269	299	330	360	26
27	027	058	086	117	147	178	208	239	270	300	331	361	27
28	028	059	087	118	148	179	209	240	271	301	332	362	28
29	029		088	119	149	180	210	241	272	302	333	363	29
30	030		089	120	150	181	211	242	273	303	334	364	30
31	031		090		151		212	243		304		365	31

FOR LEAP YEAR, SEE NEXT PAGE

Julian Date Calendar

FOR LEAP YEARS ONLY

DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	DAY
1	001	032	061	092	122	153	183	214	245	275	306	336	1
2	002	033	062	093	123	154	184	215	246	276	307	337	2
3	003	034	063	094	124	155	185	216	247	277	308	338	3
4	004	035	064	095	125	156	186	217	248	278	309	339	4
5	005	036	065	096	126	157	187	218	249	279	310	340	5
6	006	037	066	097	127	158	188	219	250	280	311	341	6
7	007	038	067	098	128	159	189	220	251	281	312	342	7
8	008	039	068	099	129	160	190	221	252	282	313	343	8
9	009	040	069	100	130	161	191	222	253	283	314	344	9
10	010	041	070	101	131	162	192	223	254	284	315	345	10
11	011	042	071	102	132	163	193	224	255	285	316	346	11
12	012	043	072	103	133	164	194	225	256	286	317	347	12
13	013	044	073	104	134	165	195	226	257	287	318	348	13
14	014	045	074	105	135	166	196	227	258	288	319	349	14
15	015	046	075	106	136	167	197	228	259	289	320	350	15
16	016	047	076	107	137	168	198	229	260	290	321	351	16
17	017	048	077	108	138	169	199	230	261	291	322	352	17
18	018	049	078	109	139	170	200	231	262	292	323	353	18
19	019	050	079	110	140	171	201	232	263	293	324	354	19
20	020	051	080	111	141	172	202	233	264	294	325	355	20
21	021	052	081	112	142	173	203	234	265	295	326	356	21
22	022	053	082	113	143	174	204	235	266	296	327	357	22
23	023	054	083	114	144	175	205	236	267	297	328	358	23
24	024	055	084	115	145	176	206	237	268	298	329	359	24
25	025	056	085	116	146	177	207	238	269	299	330	360	25
26	026	057	086	117	147	178	208	239	270	300	331	361	26
27	027	058	087	118	148	179	209	240	271	301	332	362	27
28	028	059	088	119	149	180	210	241	272	302	333	363	28
29	029	060	089	120	150	181	211	242	273	303	334	364	29
30	030		090	121	151	182	212	243	274	304	335	365	30
31	031		091		152		213	244		305		366	31

USE FOR 1992, 1996, 2000, 2004, 2008, 2012 etc.

Reenlistment Eligibility Formulas

Mid/Career Category Formula

ETS
- BASD

+1 DAY

Active Federal Service at ETS

Weight Control

RENL DATE
- DATE OF BIRTH

AGE AS OF REENLISTMENT

GENDER:
HEIGHT:
WEIGHT:
MAX AUTH:

APFT Formula

APFT DATE
+ 9 MONTHS

- 1 DAY

APFT Eligibility Ending Date

Age Formula

RENL DATE
- DATE OF BIRTH

AGE AS OF RENL
+ TERM

NOT TO EXCEED AGE 55

IF EXCEEDS AGE 55, THEN:

RENL DATE
- BASD

AFS AS OF RENL
+ TERM

Not to Exceed Age 55 and 20 Years AFS

Rank Formula

BASD
+RCP

- 1 DAY

RCP Ending Date

RCP ED
- RENL DATE

+ 1 DAY

Maximum Reenlistment Period

Citizenship

PEBD
+8 YEARS - 1 DAY

- AWOL/LOST TIME

Citizenship Ending Date

CITZ ED
- RENL DATE

+ 1 DAY

Maximum Reenlistment Period

Extension Eligibility Formulas

Mid/Career Category Formula

ETS
- BASD

+1 DAY

Active Federal Service at ETS

Weight Control

EXTENSION DATE
- DATE OF BIRTH

AGE AS OF EXTENSION

GENDER:
HEIGHT:
WEIGHT:
MAX AUTH:

APFT Formula

APFT DATE
+ 9 MONTHS

- 1 DAY

APFT Eligibility Ending Date

Age Formula

ETS DATE
- DATE OF BIRTH

AGE AS OF ETS
+ TERM

NOT TO EXCEED AGE 55

IF EXCEEDS AGE 55, THEN:

ETS DATE
- BASD

AFS AS OF ETS
+ TERM

Not to Exceed Age 55 and 20 Years AFS

Rank Formula

BASD
+RCP

- 1 DAY

RCP Ending Date

RCP ED
- ETS DATE

Maximum Extension Period

Citizenship

PEBD
+8 YEARS - 1 DAY

- AWOL/LOST TIME

Citizenship Ending Date

CITZ ED
- ETS DATE

Maximum Extension Period

Service Remaining Requirement Formulas

Assignments

10th DAY OF
ARRIVAL MONTH
+SRR (TOUR)

- 1 DAY

SRR Ending Date

Reenlistment

RENL DATE
+ TERM

- 1 DAY
= NEW ETS DATE

Must Meet or Exceed the SRR Ending Date

Service Schools

COMPLETION DATE
+ SRR (SVC OBL)

- 1 DAY

SRR Ending Date

Extension

SRR ENDING DATE
- ETS DATE

Months Required to Extend

Increase to Whole Months

Promotions

EFFECTIVE DATE
OF PROMOTION
+ SRR (SVC OBL)

- 1 DAY

SRR Ending Date

Reenlistment and Extension

RENL DATE
+ TERM - 1 DAY

NEW ETS DATE

SRR ENDING DATE
- NEW ETS DATE

MONTHS REQUIRED TO EXTEND

Increase to Whole Months Not to Exceed 11 Months

Bonus Questions

Regular Reenlistment Bonus (RRB)

1. Was the soldier on active duty on 1 June 1974?

2. Has the soldier received $2000 or more in RRB, SRB or a combination?
3. Is the soldier eligible to make a claim against the government?

Note: address for application for correction of military records

DEPARTMENT OF THE ARMY MILITARY REVIEW BOARDS AGENCY,
MANAGEMENT INFORMATION AND SUPPORT DIRECTORATE

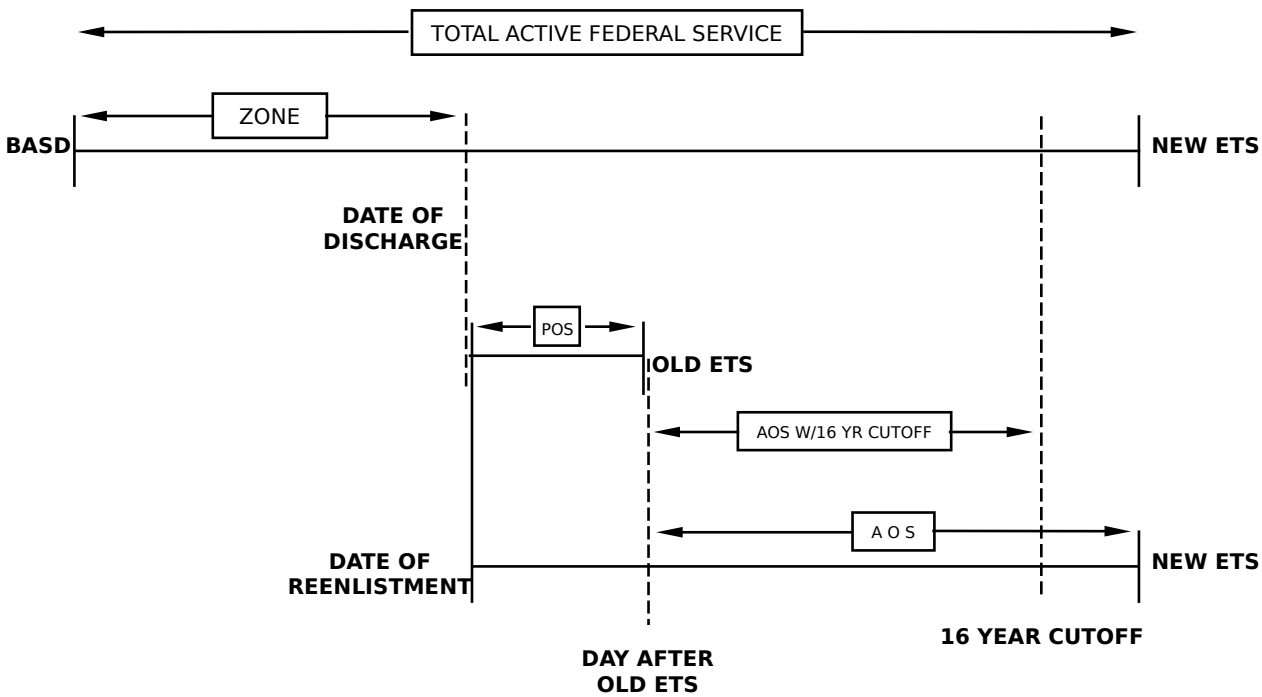
ATTN: SFMR-RBS-C

1941 JEFFERSON DAVIS HIGHWAY, 2ND FLOOR

ARLINGTON, VA 22202-4508

Reference per Policy Message 96-18, 29 APR 96

Linear Diagram



Selective Reenlistment Bonus Formulas

Zone Eligibility

DATE OF DISCHARGE
- BASD

+1 DAY

AFS for Zone Determination

Additional Obligated Service

NEW ETS
- DAY AFTER OLD ETS

+1 DAY

Convert to Whole Months
Drop Days

Previously Obligated Service

OLD ETS
- DATE OF RENL

+1 DAY

16 Year Cutoff (Zone "C" Only)

BASD
+16 YRS

- 1 DAY

AOS w/16 Year Cutoff (Zone B or C)

16 YEAR CUTOFF DATE
- DAY AFTER OLD ETS

+1 DAY

Total Active Federal Service

NEW ETS
- BASD

+1 DAY

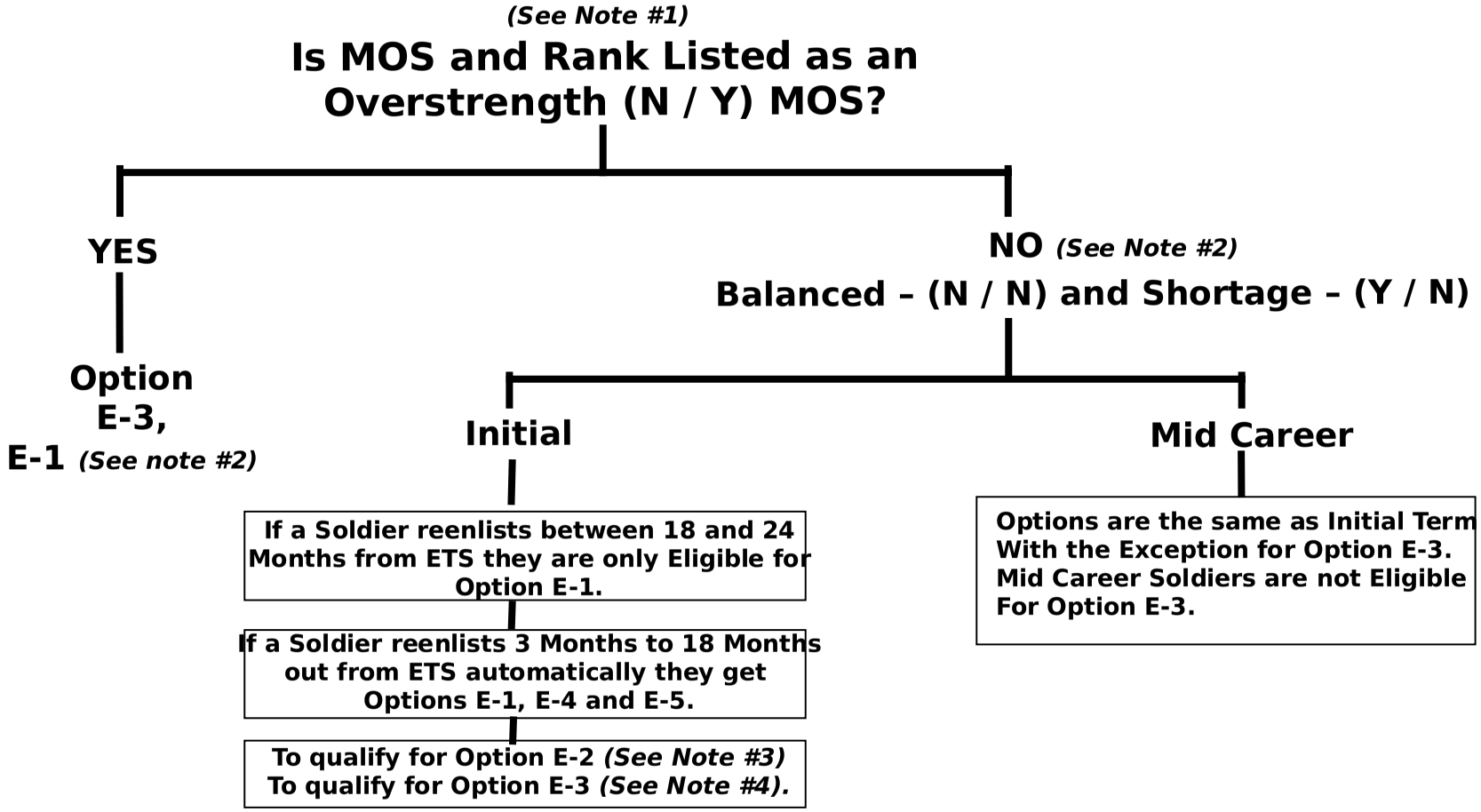
Total AFS at New ETS

Service for Pay

Date of Discharge
- PEBD

+1 DAY

Determine Option Eligibility Flowch


(See Note #1)
Is MOS and Rank Listed as an Overstrength (N / Y) MOS?
YES
Option E-3, E-1 (See note #2)
NO (See Note #2)
Balanced – (N / N) and Shortage – (Y / N)
Initial
Mid Career
If a Soldier reenlists between 18 and 24 Months from ETS they are only Eligible for Option E-1.
If a Soldier reenlists 3 Months to 18 Months out from ETS automatically they get Options E-1, E-4 and E-5.
To qualify for Option E-2 (See Note #3)
To qualify for Option E-3 (See Note #4).
Options are the same as Initial Term With the Exception for Option E-3. Mid Career Soldiers are not Eligible For Option E-3.

Note #1: Soldiers Granted Waivers:
Verify restriction(s) on current policy message(s).

Note #2: Soldiers – Regular Army
Verify current policies for Soldiers who may be able to reenlist for E-1. If the Soldier is a SSG with 10 or more years on the date of discharge, the Soldier can only reenlist for E-1.

Note #3: Restriction to Option E-2
Verify restriction(s) on current policy message(s).

Note #4: Retraining Eligibility:
Verify exceptions to retraining eligibility criteria using Table E-3, AR 601-280, and current policy message(s).

CARR Program Procedures

(Reference - Chapter 8, AR 601-280)

1. Documentation is collected in support of enrollment.

2. Soldier is Flagged (See AR 600-8-2)

3. Enrollment is presented to soldier by the initiating commander.

   a. Commander counsels soldier using DA Form 4856-R

   b. If soldier refuses to acknowledge receipt, see AR 600-37.

4. The soldier is given 7 days to prepare a rebuttal statement, if desired.

5. The soldier gives the statement to the initiating commander.

6. The company level commander forwards documents to the battalion level commander.

7. Battalion commander can approve initiation of enrollment or disapprove enrollment.

8. The soldier is enrolled in the CARR Program.

9. AEA code of (C) is submitted with a one (1) year termination date.

10. A (9K) Immediate Reenlistment Prohibition Code is submitted (see AR 680-29).

11. Soldier will be counseled monthly on the status of the rehabilitation process.

12. A soldier will be removed from the program when the commander determines rehabilitation has been met.

13. Commander will initiate separation proceedings at any time for soldiers who fail to respond to rehabilitation efforts IAW AR 635-200.